

Before you begin this application, please be prepared to complete the following documents. Click on each document linked below and preview the information and e-signatures you will need to gather to complete these documents.

1) LSTA Eligibility Checklist for Jotform - <http://libraries.idaho.gov/lsta>

2) CE Conference/Event Budget Table for Jotform - <http://libraries.idaho.gov/lsta>

If you have questions or need additional guidance, please download and review the updated LSTA Grant Guide found here: <http://libraries.idaho.gov/lsta>

Once you have gathered all the information needed, open each of these documents, complete them and save them to your computer. Once this is complete, click on the Next button below to proceed to the full application. You will be asked to upload these two completed documents in the application below. Contact the Grants Officer at (208) 334-2150 or kristina.taylor@libraries.idaho.gov if you have questions during this process.

LSTA Continuing Education Grant from ICfL

1st Time Conference Attendee Grant Application - for School Libraries

All 1st Time Conference Grant Applications must be submitted 50 calendar days prior to the Conference/Event start date. Gather all the information you need first then begin completing this form. It is best to type your narrative responses in a Word document first, then cut and paste into this document, in case you have technical difficulties or get interrupted completing this form.

Contact Information:

Name of Applying Library/School *

Library/School Mailing Address *

Street Address

City

Postal / Zip Code

Name of School Librarian's Direct Supervisor *

First Name

Last Name

Supervisor Phone Number *

-

Area Code

Phone Number

Supervisor E-mail *

ex: myname@example.com

Confirm Email

Name of Grant Applicant (who will attend conference/event) *

First Name

Last Name

Grant Applicant Position Title *

Grant Applicant Phone Number *

-

Area Code

Phone Number

Grant Applicant E-mail *

ex: myname@example.com

Confirm Email

Section 1: Pre-Application Quiz:

1) I have reviewed the updated LSTA Grant Guide, found on the ICfL website, for grant requirements and process details. *

☐ Yes

☐ No

2) I have discussed this CE event with ICfL's CE Consultant and understand

the grant requirements and procedures. *

☐ Yes

☐ No

Date of CE consultation *

Month

Day

Year

3) I have discussed this grant application with my Supervisor and she/he approves of my application for these grants funds. *

☐ Yes

☐ No

4) Please upload a completed LSTA Eligibility Checklist for your library below. *

No file selected

Section 2: CE Conference/Event Details:

Name of Conference/Event (spelled out) *

Provide a brief description of the conference/event: *

Location of Conference/Event (City, State) *

URL of Conference/Event

Date/s of Conference/Event *

Date you leave for conference/event: *

12 - 09 - 2014 
Month Day Year

Date you return from conference/event: *

12 - 09 - 2014 
Month Day Year

Section 3: Conference/Event Budget

In this section you will provide information regarding your estimated expenses to attend this conference/event, beginning with allowable grant cost categories. If you have questions about allowable grant expenses for 1st Time Conference Grants, please review the budget section in the LSTA Grant Guide, found on the ICfL website at: <http://libraries.idaho.gov/lsta>. (For mileage, please use city-to-city mileage estimates from Rand McNally at www.randmcnally.com). No Local Match is required for this grant, however conference/event expenses often exceed the \$900 grant maximum and therefore the grant applicant or applicant's organization pays the remaining costs (which is documented as Local Match in the budget).

Please upload your completed Conference/Event Budget Table below. *

No file selected

Section 4: Application Narrative

Library Services and Technology Act (LSTA) funds are federal funds awarded to the Idaho Commission for Libraries annually by the Institute of Museum and Library Services (IMLS). The funds are governed by the purposes and priorities set forth by the US Congress, in conjunction with the Office of Management and Budget (OMB) Unified Grant Guidance, for allowable uses of federal funds. ICfL's CE Grants utilize LSTA funds and must address one of the following LSTA Priorities in order to be eligible for these grant funds.

**1) Select the LSTA Priority this CE conference/event best addresses:
(Select only one) ***

- ☐ Expanding services for learning and access to information and educational resources in a variety of formats, in all types of libraries, for individuals of all ages in order to support such individual's needs for education, life-long learning, workforce development, and digital literacy skills.
- ☐ Establishing or enhancing electronic and other linkages and improved coordination among and between libraries and entities, as described in section 224(b)(6), for the purpose of improving the quality of and access to library and information services.
- ☐ (A) Providing training and professional development, including continuing education, to enhance the skills of the current library workforce and leadership, and advance the delivery of library and information services; and (B) Enhancing efforts to recruit future professionals to the field of library and information services.
- ☐ Developing public and private partnerships with other agencies and community-based organizations.
- ☐ Targeting library services to individuals of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to individuals with limited functional literacy or information skills.
- ☐ Targeting library and information services to persons having difficulty using a library and to underserved urban and rural communities, including children (from birth through age 17) from families with incomes below the poverty line (as defined by the Office of Management and Budget and revised annually in accordance with section 9902(2) of title 42) applicable to a family of the size involved.
- ☐ Developing library services that provide all users access to information through local, State, regional, national, and international collaborations and networks.
- ☐ Carrying out other activities consistent with the purposes set forth in Section 212, as described in the State library administrative agency's plan.

2) Why do you want to attend this library conference/event? What need does this conference/event fill for your organization and those you serve?
*

3) You will receive valuable information from this conference/event. Please describe how a specific target audience will benefit from the information gained. Address the impact to the end-user. *

Section 5: Application Certifications & Signatures

By signing below, you are certifying that all the information provided on this application is true and accurate to the best of your knowledge. Use your computer's mouse to enter your signature on the line below. After signing, click the Submit Button and a copy of this application will be emailed to you and the Direct Supervisor you listed on the application. Your Supervisor is not asked to sign and approve your grant application but will be asked to sign and approve your grant agreement, if it is approved. Please allow ICfL 10 business days to process your grant application. Please contact the Grants Officer or the CE Consultant at ICfL at 334-2150 if you have questions regarding this application or the application process.

Signature of Grant Applicant



Use your computer mouse to sign your name on the Signature line.

Clear

Submit